

Applicant Home – Instructions

1. From the “Applicant Home” page, select “View Job Postings/Apply for Jobs” to view all vacancy announcements.

NOTE: You do not need to register or create an online resume to view jobs. You only need to register/create an online resume if you wish to apply for a vacant position using the online application system.

2. From the upper part of the View Job Postings page, you can search the vacancy announcements several different ways.
 - Keyword: Type a keyword; the system will search all the vacancy announcements. For instance, if you type in “Bilingual,” you can see all vacancy announcements with that word.
 - Agency: Click on the magnifying glass button to display a list of agencies. Select an agency.
 - Req Open Dt: The “Requisition Opening Date” field allows you to search for the most recent postings. Click on the blue arrow to display your choices: Last 7 Days, Last 14 Days, Last Month, Last 6 Months.

3. You can also sort the vacancy announcements by clicking on the column headings in the job posting list.
 - Reference #: This is the vacancy announcement number.

NOTE: This field is a text field, not a numeric field. Therefore, the reference numbers are not in value order. It defaults to a reverse alpha order, so reference numbers beginning with “9” are listed first.
 - Posting Title: This text field allows you to sort by the position title.

NOTE: This title may differ from the “job title” within the full vacancy announcement.
 - Grade: This refers to the position’s pay grade. Generally, higher grades receive larger salaries.
 - Agency: This text field allows you to sort open positions by agency. Please note that many agency names begin with “Department of” or “Office of.”
 - Area of Consideration: This field describes who is eligible to apply for the position.

1. *Open to Public* = Anyone can apply.

2. *Agency* = Only current employees in the agency can apply.

3. *District government* = Only current District government employees can apply.
4. *Special Area* = Only a specific category of employee can apply, or only employees within a specific division of an agency can apply.
 - Closing Date: This field specifies the last date the District government will accept applications for a position.
 - Job Category: This field broadly designates the kind of position, such as professional, clerical, or administrative.
4. To view a full vacancy announcement, click on the Posting Title.
5. Print out the vacancy announcement. The announcement will include the ranking factors to which you must respond and where you should send the completed application.
6. If you are registered on the online application system, you can apply for the job by pressing the yellow button, “Apply for this Job”. There are two yellow buttons, one at the top of the announcement and one at the bottom.

NOTE: You can also apply for a position using the DC2000 application form.
7. To return to the list of vacancy announcements click on the “Return to Job Postings” link. There are two links, one at the top of the full vacancy announcement and one at the bottom.